




2940 Southwest Drive  
P.O. Box 30002  
Sedona, Arizona 86339  
(520) 282-3113  
TTD (520) 282-3113  
FAX (520) 204-7105

## MEMORANDUM

**DATE:** November 29, 1996

**TO:** **Advisory Committee regarding Growth Management Options**

**FROM:** Michael Raber, Associate Planner  
Department of Community Development 

**SUBJECT:** **December 3, 1996 meeting regarding selection procedures for the formation of a "Fact-Finding" Committee to study and make recommendations regarding community growth issues.**

Attached is the agenda for the December 3, 1996 Advisory Committee meeting and the "minutes" from our meeting on November 14, 1996. On October 22, 1996, the City Council approved the September 25, 1996 "Process to Address Growth Management Issues in Sedona" as recommended by the Advisory Committee. The Council will appoint the referenced "Fact-Finding" Committee in January, 1997. As discussed in our meeting on November 14, 1996, a public notice soliciting applications from citizens interested in serving on the committee was published in the Red Rock News on November 22 and 27. Staff also ran a radio spot regarding the committee. As we also discussed, the application forms have been prepared and will be available on December 2. I have attached an example form to your agenda. Please note that I have made one additional change, but I will have to wait until early (prior to 8:00 a.m.) December 2 to get it out of the computer.

Our meeting on December 3 is intended to focus on the criteria for selecting individual committee members and the goals for the general make-up of the committee. The Planning and Zoning Commission will also select their committee representative on December 3, 1996.

Thanks!

**NOTES  
CITY OF SEDONA  
ADVISORY COMMITTEE REGARDING  
GROWTH MANAGEMENT OPTIONS**

**December 3, 1996**

1. The meeting was called to order at 1:30 pm  
Present: Judith Keane, Alan Everett, Janet Lepard, Jon Paladini, Mike Raber,  
Audree Juhlin
2. Discussion/possible action regarding selection procedures for the formation of a "Fact-Finding" Committee to study and make recommendations regarding community growth issues.

Committee Application - is available to the public. One sentence which stands out is "Consensus must be reached..." This is obviously the most desired outcome, however, may be difficult to ensure.

What is the ideal composition of this Committee, the overall make-up? What would comprise of a "broad-based representation" of the Community?

1. New residents/Long-time residents. Benefits could be realized with both new residents as well as long-time residents. New residents could bring a fresh look or approach to the Committee and may not be prejudiced by past events. Long-time residents are familiar with the problems, past and current, and are familiar with the Community. Do not place emphasis on length of residency. A balance of both new and long-time residents would be ideal in fulfilling one element of diversity.
2. Age. Age should not be a factor in determining selection; wisdom does not necessarily come with age. Again, diversity is desired, however, it may be hard to find individuals in the younger age categories due to working schedules. Whereas, older individuals are usually retired and able to make the long term commitment that their younger counterparts cannot. Also, relative to age, a person's age or place in the life, may present different opinions regarding growth. A younger person, or someone at a certain stage in their life may see the need for a certain degree of growth, while a retired person may desire a slower pace, or no growth.
3. Background/Experience. Determinations could be made by backgrounds, professional experience, skills, etc. However, heavy emphasis should not be placed on this because there are people who do not have the formal education but

who have the "street smart" and there are people who have the formal education who do not possess that same degree of wisdom.

4. Analytical, Solution Oriented. This is hard to determine, however, reading responses to the questions on the application may provide some insight.
5. Diversity. What is diversity? Ideally, the Committee should represent a broad spectrum of opinions, ages, professions, experience, demographics, etc. But should not be so diverse where no consensus will ever be reached.

Another way to look at the selection process is to consider it as if it were a jury selection. Ideal jurors need to be people who will listen to the facts, not predisposed, able to discern between the facts, evaluate and make decisions based on facts, not one to jump to conclusions, not easily swayed to one direction so that they do not listen to the rest of the facts, etc.

The criteria outlined at the last meeting are good guideline criteria; items #2 - #5 should be used as an absolute, with #1 and #6 being more subjective in nature, but also important. It is difficult to identify #1, #5, and #6, however, may be some information will be provided in responses to the questions on the application.

#### Criteria for Committee Members:

1. Open Minded
2. Commitment for up to one year
3. Willingness to attend regular public meetings at least two times per month
4. Resident of the City of Sedona
5. Individual representation. Cannot officially represent a club/organization. (Individual can be a member of a club/organization, however, cannot serve as their official representative.)
6. Analytical, solution oriented, problem solving abilities

Another criteria while reviewing applications may include:

Mental Endurance - this may be determined by reviewing responses to the application questions or resume if supplied - (i.e. high employment turn-over rate)

The Committee agreed that determining the Committee composition is very difficult without seeing the applications. It may not be beneficial for this Committee to determine how many seats should be set aside for developers, for specified age groups, etc.

Question. Since each Council member has been asked to recruit two people to apply for the Committee, does the possibility exist that if their recruits are not selected during the initial cuts,

will the Council have the ability to place their recruits name back in the selection process, or is this Committee's recommendation final? Those individuals recommended by Council will be given the same consideration as anyone else applying for a position on the Committee. The Committee's recommendation will be final and Council cannot add names to the final selection process.

Another way to address selection criteria is to break it out into two categories:

1. Individual criteria (absolute criteria)
2. Overall Committee criteria (diversity)

By first selecting individuals based on the absolute criteria (#2,#3,#4,#5), a summary of the eligible applicants can be made, which will assist in a selection process emphasizing overall committee diversity.

#### Voting Process (Council)

Probably the easiest way to facilitate the appointment of the Committee is to have City Council vote for their top eight candidates. The eight candidates with the highest number of votes are appointed to the Committee. Also, remind Council to keep in mind the overall desired diversity of the Committee, as they make their selections. It probably will be difficult to "stack" the Committee in any one direction.

Reserve List Giving consideration to the overall length and commitment of this committee, it may be wise to establish a reserve list from the applications of individuals who can replace Committee members, if necessary. Reserve applicants would not have a "voting" say in the Committee's work, but should attend the meetings and keep up to date with the Committee's direction. This would help to minimize a "re-education" process for new members.

#### Conclusion:

Give consideration to applicants based on the established criteria above, but do not have a predetermined Committee composition (i.e. 2 seats for developers, 2 seats for related education, 2 seats for new residents, 2 seats for related experience, etc.) This may eliminate ideal members, while at the same time appointing less qualified members.

NOTE: Janet will be out of town January 4 -February 3. The Committee will get the applications to Janet for her review prior to her departure.

Adjourned: 2:30 pm

Next meeting date - The week of January 6, 1997 to discuss application selection.